

THE CITY OF LAPORTE INDIANA

INDIANA CLEAN COMMUNITY CHALLENGE



Quality of Life Plan

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QUALITY OF LIFE PLAN

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1.0 City of LaPorte Mission Statement

To enhance the quality of life for the people of LaPorte by providing high quality, cost-effective municipal services and helping to assure that LaPorte is a great place to live, work, and do business.

The City of LaPorte is committed to preserving and protecting the beauty of our community through compliance with requirements and voluntary commitments, continual environmental improvement; pollution prevention; and promotion of energy and resource efficiency within our local government. LaPorte will strive for a better quality of life for our residents, municipal employees, and business partners by sharing environmental decisions and performance with the community; and fostering cooperation and awareness of environmental responsibility to government employees, local business and industry.

In order to fulfill LaPorte's environmental commitments, environmental objectives and targets will be established and periodically reviewed to ensure success. Pollution prevention and community outreach projects will be implemented; and an environmental stakeholder group will be created to represent environmental, planning, governmental, business and community interests.

2.0 Roles and Responsibilities

A) Stakeholder Committee

The City of LaPorte's stakeholder committee members are responsible for completing the requirements of the Indiana CLEAN Community Challenge and for implementing LaPorte's Quality of Life Plan. The stakeholder committee, overseeing the City of LaPorte's Quality of Life Plan, represents all department heads from within the City of LaPorte. Each person on the stakeholder committee has a critical role of coordinating the numerous public and private organizations and agencies within the LaPorte community. The stakeholder committee is ultimately responsible for preparing the Quality of Life Plan in accordance with the Indiana CLEAN Community Challenge program, submitting the Quality of Life Plan for Indiana Department of Environmental Management approval, and implementing Quality of Life Plan goals. The roles and responsibilities of the stakeholder committee members are designed to be specific to Quality of Life Plan development and implementation. Additional stakeholders may be added as time progresses.

B) Mayor & City Council

As the most executive level of management, they are responsible for adopting the mission statement through a City Resolution and for making sure the Quality of Life Plan is implemented and ensures that any policies and procedures that result from the program are adopted and utilized.

LaPorte Mayor Kathy Chroback
Clerk Treasurer Teresa Ludlow
1st Ward—David K Schmitt
2nd Ward—Sherrie Hammons
3rd Ward—Donald Heichel

4th Ward—Andrea Renner (President-Pro-Tem)
5th Ward—Steve Luscomb
at Large—A.C. Pressler
at Large—Goot Logwood

C) Stakeholder Committee Leader (SCL)

The Stakeholder Committee Leader (SCL) has the authority and responsibility to ensure that the Quality of Life Plan is established, implemented, and maintained in accordance with the requirements of the Indiana CLEAN Community Challenge program.

The SCL has the ability to revise and update Quality of Life Plan documents and is responsible for coordinating the stakeholder committee, reporting to the Mayor on the performance of the Quality of Life Plan, and coordinating internal audits. The Human Resources Director is responsible for managing QLP documents electronically.

Primary: Legacy Environmental Services (Carl Lisek)

Secondary: LaPorte Human Resources Director (Matthew Cook)

D) City Department Directors (CDC)

City Department Directors (CDC) are responsible for all CLEAN communications between the stakeholder committee and each respective government operation identified in the Quality of Life Plan.

Within their respective department, each CDC is responsible for:

- Identifying and documenting the aspects and impacts associated with city operations;
- Ensuring compliance with all applicable environmental laws, regulations, and permit conditions in respective departments;
- Communicating objectives and targets created by the stakeholder committee to employees;
- Ensuring employees' environmental awareness and competence;
- Incorporating pollution prevention responsibilities into job descriptions and training employees to encourage participation in continual improvement activities;
- Recording and providing environmental data for all employees to read;
- Implementing, monitoring, and maintaining LaPorte's Quality of Life Plan procedures and targets; and reporting all progress to the stakeholder committee.

The City of LaPorte Department Directors are:

| | |
|-------------------------|------------------|
| Civic Auditorium | Chanaya Sadler |
| Code Compliance | Lynn Cains |
| Community Development | Mary Jane Thomas |
| Director of Engineering | Dale Clingerman |
| Fire Department | Robert Sabie |
| Golf Course | Richard Frye |
| Human Resources | Matthew Cook |
| Park Department | Dean Heise |
| Park Recreational | Peg Nauyokas |
| Police Department | Terry Scherer |
| Street Department | Michael Frazee |
| Transportation | Janet Lantz |
| Urban Forester | Keith O'Herrin |
| Wastewater Treatment | Jerry Jackson |
| Water Department | Todd Taylor |

E) Local Business Coordinator (LBC)

The Local Business Coordinator (LBC) is responsible for identifying potential public/private partnership opportunities to promote environmental awareness and outreach activities to the business sector. The LBC coordinates local business and industry interests through entities such as the Chamber of Commerce and privately owned businesses.

Greater LaPorte Economic Development Corporation (GLEDC) –Tim Gropp

F) Public Outreach Coordinator (POC)

The Public Outreach Coordinator (POC) is responsible for communicating the environmental stewardship mission to the greater LaPorte Community. The POC is critical to communicating outreach activities to the community at large and facilitating information on environmental issues to third party interests.

LaPorte Chamber of Commerce-Mike Seitz

G) Audit Team

City employees will conduct yearly audits by reviewing the Quality of Life Plan and verifying the SOP's are up to date, and an internal audit checklist will be used as a guideline. Department Directors will meet as assigned by the SCL to review actions and ensure environmental goals are being maintained.

3.0 Environmental Goals

The purpose of this “Environmental Goals” section is to identify some of the processes addressed in the City’s Quality of Life Plan that exceed commitments under current state and federal law and to outline the environmental impacts, both positive and negative, associated with each process. An objective and target, which details how the City plans to reduce the negative and/or increase the positive impacts, follow each environmental impact, as does the action plan. The action plan will note how the objective and target will be achieved. The action plan, in addition to other internal performance measures previously established within each department, will facilitate measuring the success of the Plan. The measurement parameters for each objective are indicted in the respective action plan. The outcomes will be noted in the Annual Performance Report. The action plan may be altered throughout the implementation process as warranted by the responsible parties. Additionally, relevant legal requirements and/or official obligations associated with the environmental impacts are documented as appropriate.

A) Operation Activities

The City of LaPorte’s City Department Directors (CDC) are responsible for identifying the potential impacts of the City’s activities and developing plans to best manage such activities. First, LaPorte stakeholders identify which city operations to include in the Quality of Life Plan and then systematically identify the activities that occur in each operation. The stakeholder committee then identifies the potential significant aspects associated with each operation’s activities and establishes improvement goals as needed. The City of LaPorte identified the following City operations and associated activities:

- **Street Department:** facility maintenance, vehicle maintenance, grounds maintenance, fuel storage, tree & leaf removal, snow removal, road repair, sidewalk maintenance, street sweeping, signage, salt storage, salt application, office operations, energy usage
- **Water Department & Wastewater Treatment:** bio-solids treatment/disposal, office operations, facility operations, chemical storage, treatment, education and outreach, energy usage
- **Park Department:** Grounds maintenance, fuel storage, equipment maintenance, vehicle/equipment use, tree program, management of ponds/lakes, office operations, solid waste management, education and outreach, energy usage
- **City Hall & Civic Auditorium:** utility management, office operations, building maintenance, janitorial services, purchasing education and outreach, energy usage
- **Police & Fire Departments:** vehicle maintenance, communication, vehicle use, training/drills, education/outreach, office operations, emergency management, energy usage
- **Transporte:** vehicle maintenance, infrastructure maintenance, vehicle use, office operations, energy usage

B) Identifying Aspects and Impacts

After identifying City operations and activities, LaPorte' stakeholders must identify the aspects and impacts of each activity. The Indiana Department of Environmental Management assisted the Stakeholder Committee Leader through this process and provided an Environmental Impacts from Municipal Operations Database, which presented a list of local government operations and activities, and provided the aspects and impacts commonly associated with those activities. A listing of LaPorte's operations, activities, aspects, and impacts is contained in **Attachment 13**.

City Department Directors are responsible for annually revisiting this list and revising it according to the activities taking place with the City of LaPorte.

C) Prioritizing Aspects

After identifying the aspects and impacts, the stakeholder committee must prioritize the aspects to determine which could have the most significant impact on the environment and surrounding community. In order to prioritize the environmental aspects listed in **Attachment 13**, the stakeholder committee first combines similar aspects in each operation to eliminate repetitive aspects. The stakeholder committee then establishes evaluation criteria. The evaluation criterion is used to determine the significance of each environmental aspect.

- Reduction in waste/emissions
- Public Perception
- Pollution Prevention Opportunity
- Potential for Legal and Regulatory Non-Compliance
- Impact on Public Health
- Early Success Opportunity

Designation as an Indiana CLEAN Community requires compliance with all federal, state, and local legal requirements. As such, it is important that legal requirements and compliance are considered when evaluating aspects and impacts, and establishing objectives and targets.

The evaluation criteria matrix for prioritizing aspects associated with the City operations were identified for the first stage of the plan. **Attachment 13.**

D) Identifying Objectives and Targets

While all city functions may have an impact on the environment, the stakeholder group selects five aspects to address and establishes objectives and targets to minimize the impact of these five aspects of greatest obvious impact to local citizens.

The five goals listed, along with their corresponding activities, are not necessarily listed in order of their priority, as each is important. Each project and/or program is a priority within the division it falls under, and it was selected for inclusion in the City's first Quality of Life Plan for that reason.

Goal 1. *Encourage Sustainable Land Use*

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|---------------------------|--|
| Aspect: | Land Use |
| Impact: | Depletion of sustainable plant and tree species |
| Objective: | High Priority of establishment of native plants/trees while promoting urban forestry |
| Target: | Increase planting of native trees/plants by 5% by 12/31/10 (Baseline =2008) |
| Legal Requirements | None |

| Action | Timeline | Department | Measurement |
|---|-------------|------------|---|
| 1.1 Continue to participate in Tree City USA | Fall 2008 | Park | # of trees planted annually |
| 1.2 Program Development of a City owned operational nursery | Fall 2009 | Park | Program funding sustainability |
| 1.3 Incorporate native trees into streetscape plans | Spring 2010 | Park | # of projects completed using native trees planted per year |

Goal 2. *Reduce LaPorte's Transportation Carbon Footprint*

| | |
|---------------------------|--|
| Aspect: | Fuel use, air emissions |
| Impact: | Degraded air quality, deplete natural resources |
| Objective: | Reduce transportation related impacts on air quality |
| Target: | Decrease fossil fuel usage by 5% by 12/31/10 over 12/31/08 |
| Legal Requirements | Comply with DOT, USEPA, IDEM and local Ordinances |

| Action | Timeline | Department | Measurement |
|--|-------------|--------------------------------------|--|
| 2.1 Implement Ride-Share program w/COL Companies | Spring 2009 | Transporte | # of Riders based on baseline of 2007. Work w/local MPO (NIRPC) on records and program establishment |
| 2.2 Conduct Audit of all City owned Rolling Stock and implement 10% NEW Clean Vehicles into City Departments | Fall 2008 | Street/Police/Transporte/Water/Sewer | # of Clean Vehicles implemented over 2007. |

Goal 3. *Reduce Resource & Energy Use*

| | |
|---------------------------|---|
| Aspect: | Consumption of Natural Gas & Electricity |
| Impact: | Natural Resources and degradation of air quality |
| Objective: | Reduce consumption of natural gas and electricity. |
| Target: | 5% reduction in consumption by 12/10 over 12/08. (Baseline 2007) |
| Legal Requirements | Federal, State, and local statutes |

| Action | Timeline | Department | Measurement |
|---|-------------|--------------------|------------------------|
| 3.1 Establish program to replace Street lights with Energy Star Efficient LED Lights | Fall 2008 | Street/Engineering | # of lights replaced |
| 3.2 Complete Energy Audits of ALL City Facilities | Fall 2009 | Engineering | Completion of audits |
| 3.3 Energy Consumption database of City owned Facilities w/Energy Star | Spring 2010 | Engineering | Database Completed |
| 3.4 Work w/Energy Star/IDEM/USEPA on reducing City's Greenhouse Gas Emissions | Spring 2010 | Engineering | Therms/BTU's reduction |

Measurement:

- The SCL will track net benefits to air quality from reduced energy consumption by using the following to convert energy units to greenhouse gas emissions.
 - Electricity reductions in greenhouse gases occur at the utility due to decreased production of electricity.
 - 1kWh=1.8 lb CO₂
 - 1kWh=.008 lb NO_x
 - 1kWh=.023 lb SO₂
 - Natural Gas reduction in greenhouse gases occur at the point of use during combustion
 - 1MMBtu=120 lb CO₂
 - 1MMBtu=.14 lb NO_x
 - 1MMBtu=.001lb SO₂
- A research/implementation drawer will be kept in the Grangemouth Room of City Hall. All products/programs researched by each Department Director or designee should provide researched materials to the Mayor's Assistant who will update files as deemed necessary. A tracking form will be attached to each file identifying items which have been researched and by whom to eliminate duplication of efforts. Updated research should be shared monthly in departmental meetings with results discussed.

Goal 4 *Solid Waste Reduction*

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|---------------------------|--|
| Aspect: | Solid Waste |
| Impact: | Decrease Landfill life |
| Objective: | Reduce Solid Waste through recycling |
| Target: | Increase recyclables collected from City Departments by 25% by December 31, 2010. (Baseline =2008) |
| Legal Requirements | Resource Conservation and Recovery Act (RCRA) local ordinances |

| Action | Timeline | Department | Measurement |
|---|-------------------------------------|-----------------|---|
| 4.1 Establish program/data to track plastic, paper, cell phones, and ink cartridges | Data /Program collected by 12/31/08 | SCL | Recycling tracking spreadsheet |
| 4.2 Thermometer Exchange Program | Spring 09 | Wastewater | # of Thermometers exchanged and mercury recycled |
| 4.3 Prepare Education Program to all City Employees thru Department Directors | 12/31/08 | SCL | # of employees receiving training |
| 4.3 A)Work w/IDEM and LaPorte Solid Waste District in Development | 12/31/08 | SCL | Creation of plan & communication to all departments |
| 4.4 B) Announcements of policies thru Policies/Changes in staff meetings | As Occur | All Departments | N/A |

Goal 5 *Water Conservation*

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|---------------------------|--|
| Aspect | Water Waste |
| Impact | Decrease of natural resources |
| Objective | Reduce the amount of water used by the City. |
| Target | Identify opportunities to reduce water usage throughout City Departments and City of LaPorte Residents |
| Legal Requirements | None |

| Action | Timeline | Department | Measurement |
|---|-------------------------------------|-----------------|---|
| 5.1 Establish program to track water usage throughout City Departments | Data /Program collected by 12/31/08 | SCL | Tracking spreadsheet |
| 5.2 Rain Water Collection Program | Spring 09 | SCL | # of Gallons of Water Collected |
| 5.3 Prepare Education Program to all City Employees thru Department Directors | Spring 09 | SCL | # of employees receiving training |
| A)Work w/IDEM and USEPA in Development | 12/31/08 | SCL | Creation of plan & communication to all departments |
| 5.4 Announcements of policies thru Policies/Changes in staff meetings | As Occur | All Departments | N/A |

4.0 IMPLEMENTATION AND OPERATION PROCEDURES

This section notes how employees and the general public are made aware of environmental issues, programs and projects; and the steps in place should an environmental emergency occur or deficiencies are discovered.

A) Document Control/Record Keeping

Quality of Life Plan and other related documents associated with the CLEAN program are housed in the City of LaPorte City Hall (Level 1-Grangemouth Room). The Human Resources Director will manage obsolete versions by placing such electronic documents in an “Outdated” file folder on the human resources computer. The human resources director or designee will also be responsible to update all QLP hard documents.

The City of LaPorte has several contingency plans in place to address environmental concerns during natural and manmade disasters, defining the role of the separate entities with City, County and State Agencies.

There are a variety of offices and positions that assume the role and responsibility of ensuring the City complies with applicable laws, regulations, and permit conditions. Therefore, it is up to the individual department directors to facilitate compliance with all environmental requirements that apply to their respective departments. Requirements for the Quality of Life Plan and data input sheets may be changed subject to review and approval of the Stakeholder Committee. Hard copies of all Quality of Life Plan documents and records are stored and controlled in LaPorte City Hall in the Grangemouth Room. All Department Directors will have access to review and update Quality of Life hard documents via the Mayors Administrative Assistant. The City reserves the right to modify the review and update process at any time.

B) Progress Review

Responsible Stakeholders shall review, record, and maintain the statistics of their respective projects on a monthly basis. Department Directors shall share their information monthly or as scheduled during Department Director meetings. An annual report will be developed and delivered by the Stakeholder Committee to the public and to IDEM in the corresponding month of each year following the City of LaPorte's acceptance as a participant in the “Clean Community Program”.

C) Legal and Regulatory Requirements

In order to analyze, document, and update the relevant legal and compliance requirements associated with the City of LaPorte's environmental impacts and to comply with legal requirements, the legal requirements associated with the City's operations are identified through training and seminar opportunities; IACT listserv; and external parties such as US EPA. The task of analyzing, documenting, and updating legal requirements is the responsibility of each department head. As such, each department head identifies legal requirements and sends notice to the City of LaPorte's Corporate Counsel. The City of LaPorte Corporate Counsel reviews permits and legal requirements and returns documents to the respective department. Each department retains and stores permits and legal documentation.

D) Emergency Preparedness and Response Plans

The City's Board of Public Works and Safety Committee conducts monthly emergency management meetings, and coordinates all emergency response plans. An emergency preparedness and response procedure is established and maintained to respond to and report, as appropriate, accidents, malfunctions, spills, upsets, and other emergency situations, and to mitigate any associated environmental impacts and provide for a review of the procedures after the occurrence of an accident or emergency. The Board of Public Works and Safety Committee establishes and maintains emergency response plans as needed for the City of LaPorte.

The City of LaPorte Fire Department maintains its own emergency response equipment. All Fire Department Employees are trained on emergency response plans upon hiring and are provided additional training as needed. A Standard Operation Procedure is being developed for emergency management training.

E) Corrective Action

It is the City of LaPorte's Goal that everyone must be committed to open communication and continually seek opportunities to perform their jobs more effectively. Employees are expected to conduct themselves as professionals and in a manner consistent with City Policies, as outlined in the employee manual. It is the responsibility of each Department Director to ensure that personnel are made aware of these policies and the disciplinary corrective actions that can result should the policies not be adhered to.

Periodic audits, incident review, changes in legal requirements or city activities, and the annual review of the Quality of Life Plan may indicate that procedures are outdated. The Stakeholders annually determine if the Plan and procedures are in need of revision, and if so, the Primary and Secondary Stakeholder Committee Leaders will make the necessary corrections.

Corrective actions are documented by the Primary and Secondary Stakeholder Committee Leaders using the "Corrective Action Spreadsheet" Attachment 15. Corrective actions will be communicated, training will be provided and documents will be changed as needed. The corrective actions will be evaluated for effectiveness and changed again if necessary. All Quality of Life Plan revisions are maintained according to the Document Control procedure referenced in Section 4 A.

New or Changed Services or Processes

When services or processes are modified or when new services or processes are developed, environmental impacts and pollution prevention should be included in the planning process. This will be done by including these items on meeting agendas.

F) Employee Training

The City of LaPorte encourages the development of employees through education and training. Employee training is conducted upon hiring of employees and continuing education is completed as needed. Each Department Director develops and implements environmental awareness and training, and is responsible for providing, tracking, and recording appropriate employee training.

Employee training encompasses various environmental topics as provided by the City of LaPorte's insurance provider along with OSHA training and includes training on pollution prevention and best management practices.

Employee training records include environmental responsibilities, Standard Operating Procedures, and training certificates or licenses. Potential hazards and significant aspects that would require emergency response in the event of an accident, malfunction, spill, or other situation are identified during employee training and are practiced where practicable, so all employees are competent in emergency preparedness and response procedures. As such, employees are aware of the potential environmental impacts from their daily activities.

There are periodic opportunities for City Staff to attend training programs offered by agencies and other organizations outside of the City. Department Directors may authorize attendance, with or without pay, at job-related conventions, training sessions, and other functions. The City of LaPorte may reimburse allowable expenses for approved training when the employee submits original receipts.

Guidelines and procedures for reimbursement are available through the department director, Human Resources Director, and the Clerk Treasurer Office.

When a new employee starts, they are required to attend a new employee orientation; it is the responsibility of each Department Director and his or her designee for new employee orientation.

G) Communication

The City of LaPorte strives to provide various avenues and opportunities to receive input. Community members and City Employees are welcomed and encouraged to provide input and comment on efforts undertaken by the City.

H) Internal Communication

The City currently notifies employees of environmental events, Ozone Action Days, and Emergency event notifications by e-mail systems and bulletin board postings and daily safety meetings and daily work assignments. Departmental environmental programs and initiatives are readily available through Department Directors.

Internal communication occurs through monthly Department Director Meetings and, in turn, Department Director meetings with employees. This forum permits even exchange of information between all levels of city personnel.

I) External Communication

External communication ensures the viability and integrity of the Quality of Life Plan. External communication may be conducted as outreach or in response to an inquiry or complaint. The City of LaPorte receives communication from external parties through the City's Web site and inquiries placed with the Office of the Mayor. The City of LaPorte communicates with external parties through the City's Web site, City Council, Board of Public Works and Safety, mailers, newspaper articles, and press releases.

5.0 MONITORING AND PROGRESS REVIEW

A) Internal Audit

Responsible Stakeholders shall review the Quality of Life Plan in April and use an internal audit checklist as a guideline for maintaining the Quality of Life Plan and determining whether modifications are necessary to improve the environmental goals and identify weak areas.

A.1 Stakeholder Committee Leader

The SCL is responsible for developing the yearly audit schedule for the coming calendar year, initiating audits and assigning auditors.

A.2 Auditors

Auditors are responsible for collecting, analyzing and documenting objective information through peer exchange, document examination and observations during the audit investigation.

A.3 Department Directors

Department Directors are responsible for providing documentation for examination by the auditors; documentation to include Standard Operating Procedures, training records etc. Department Directors are also responsible for implementing the corrective or preventive action identified in the audit and for training employees under their supervision.

A.4 Employees

It is the responsibility of all City of LaPorte employees to perform their job in accordance with the appropriate operating instructions and for notifying their supervisor whenever they discover situations that may adversely affect the environment or the City's legal and safety requirements.

B) Management Review

The City of LaPorte ensures management review of Quality of Life Plan goals through monthly meetings with stakeholders. During these monthly meetings, stakeholder's review the objectives set forth in the Quality of Life Plan and make adjustments to action plans as needed. Stakeholders use these meetings to determine the steps in need of completion during the following quarter and the individuals responsible for implementing these steps. These monthly meetings are usually held the first Tuesday of every month and conducted at LaPorte City Hall.

C) Community and Business Outreach

Community and Business Outreach procedures ensure LaPorte residents are informed of important issues related to LaPorte's environmental performance, and that progress toward achieving objectives and targets is shared with the community. The purpose of this outreach is to communicate the City's goals, inform residents and the business community about the various programs and services offered, and educate all City of LaPorte citizens as to their part in making LaPorte the best it can be.

D) Environmental Performance

The City of LaPorte informs the community and business members of information regarding LaPorte's environmental performance through the City of LaPorte Web Site www.cityoflaporte.com, and LaPorte Chamber of Commerce newsletters.

The Mayor's Administrative Assistant is responsible for collecting and providing environmental performance information to the outreach mechanisms. An annual report will be developed and delivered by the Stakeholder Committee to the public and to the Indiana Department of Environmental Management in the corresponding month of each year following the City's acceptance as a participant in the State Agency's Clean Community Challenge Program.

6.0 QUALITY OF LIFE PLAN ATTACHMENTS

- 1. City of LaPorte (Clean Community Resolution)**
- 2. Prioritized Aspects and Impacts**
- 3. Green Fleet Policy**
- 4. Anti-Idling Policy**
- 5. Diesel Oxidation Catalyst (Equipment Tracking List)**
- 6. Fuel Usage Report**
- 7. Emission Reduction Report**
- 8. Gas & Electric Usage Report**
- 9. Energy Assessment Report**
- 10. Renewable Energy Standard Resolution**
- 11. Environmental Preferred Purchasing Policy**
- 12. Fleet & Vehicle Maintenance and Refueling Operations**
- 13. Aspects-Evaluation Criteria**
- 14. Energy Management Improvement Program**
- 15. Corrective Action Spreadsheet**